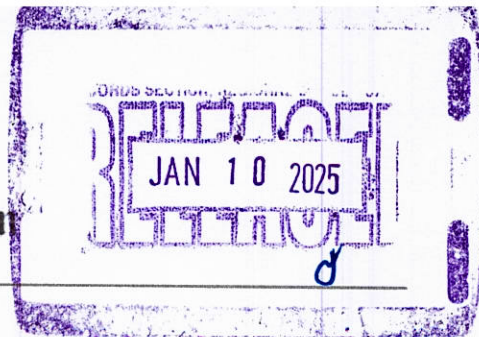




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **0030**, s. 2025

JAN 10 2025

To: Schools Division Superintendents
All Others Concerned

SUBMISSION OF INSTRUCTIONAL SUPERVISORY PLAN AND REPORT
FOR CALENDAR YEAR 2025

1. For the continuous improvement of instructional delivery, supervision, and the provision of technical assistance in teaching-learning processes, this office, through the Curriculum and Learning Management Division (CLMD), informs the field of the submission of the Instructional Supervisory Plan and Report of Division Education Program Supervisors for CY 2025. These reports, which reflect quarterly progressive data, must be submitted via <https://tinyurl.com/hhda3wh7>.

2. Supervisors are directed to submit their monthly supervisory plans and quarterly reports according to the following schedule:

Timeline	Supervisory Plan	Supervisory Report
January to March	Every 1 st week of the Month	1 st week of April
April to June	Every 1 st week of the Month	1 st week of July
July to September	Every 1 st week of the Month	1 st week of October
October to December	Every 1 st week of the Month	Last week of December

3. Chiefs of the Curriculum and Implementation Division (CID) shall ensure that all reports are uploaded to the designated folder in the drive using the following format: Month_ISP_Last Name of EPS (e.g., January_ISP_Jamera), on the specified submission dates.

4. For inquires and more information, please contact us at clmd_caraga@deped.gov.ph.

5. Immediate dissemination of this Memorandum is desired.

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

PEDRO TENEBRO ESCOBARTE, JR.

Director III
Assistant Regional Director

Encls.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

CURRICULUM SUPERVISION DELIVERY

CLMD/mcj
01/10/2025